P.A.C.E. INC. BOARD OF DIRECTORS
--- April Board Meeting ---
Minutes

MEETING – April 8, 2019
6:00 p.m. Regular Session

Board Members Invited: Esteve Coll-Larrosa (Chair), Lori Cozzi (E.D. non-voting), John Hall (Faculty Rep. non-voting), Gretchen Brown, Dan Carroll, Sharon McRorie, Tom Turner (Vice Chair), Patrick Fitzsimmons, Elaine Bleakney (Secretary)

Board Members Absent:

Invited Guests: Katie Cornell, Lucy Sawyer

Regular Session

6:00 p.m. Welcome and Introduction of Guests (ECL, 10 min)

➢ Vision Statement: The ArtSpace Charter School community will be a national benchmark in educational excellence through integration of the arts.

➢ Mission Statement: ArtSpace Charter School offers a complete education, through an integrated curriculum centered around the visual and performing arts, utilizing an experiential approach. We believe in a family-centered, cooperative approach to education that encourages parental involvement and community service in order to nurture responsible citizenship.

➢ Acknowledgements: Lucy: I want to acknowledge Mr. Ian for taking on several extra duties this year: He organized a trip to Chapel Hill and took a group of students for a special UNC college preview day (this was an overnight trip that Tom Turner helped chaperone). He took a group of students to WCU for a special college preview day for potential future teachers. And he singlehandedly organized the History Day competition for the whole 7th grade. Regionals were two weeks ago and again this year we have ArtSpace students advancing to the State competition in Raleigh in late April. Mr. Ian is a teacher of the highest caliber who is always refining and enhancing his curriculum and I am honored to work with him! Meagan and Leila: Hiring Chelsea Leiby (new North Wing EC teacher) was a great move. She’s become part of the team already and is especially great at communicating with parents. She has really good energy in the classroom and with kids. Dana: Ms. Amy has really helped 5th grade out with checking in with some of our kiddos. We are grateful! Elise: Ms. Amy and Ms. Kristin have both supported 1st grade with recent behavior issues. Thanks for the support! Melissa: We love Ms. Sara and Ms. Fiona, our Americorps members. They make a difference in our school at all grade levels every day and we are so thankful to have them! Erin: Ms. Laura M. has been rocking it out with our kiddos. She has such positive and supportive interactions with our kiddos who are struggling. Jocelyn: Courtney Stoddard has been student teaching in the art studio and has done a wonderful job. Beth L: Mr. Hall’s Shakespeare’s productions were excellent. Beautiful work. John: Ms. Beth and Ms. Waterfall for their great work on the sixth grade Shakespeare projects, and Mr. Steve, for taking the evening of his 60th birthday to videotape sixth grade shows. Board: The PACE Board acknowledges Lori Cozzi for her exceptional and visionary leadership, her deepest commitment to and development of arts integration, and her tireless, daily dedication to sustaining the school for its students, teachers, staff and community from day one. Thank you, Lori: we can only hope to honor your legacy, going forward.

AGENDA PREPARED BY: ESTEVE COLL-LARROSA, BOARD CHAIR
Public Comment: Sign-up sheet

6:05 p.m. Consent Agenda Items – (ECL, 5 min)
   o Approval of March 2019 regular meeting open minutes
   o Approval of March 2019 financial report

† Motion to approve consent agenda items as presented. Motion by TT, 2nd by SM. Motion approved unanimously.

6:15 p.m. Confirm Annual meeting date and venue: Tuesday, June 4 at 5:30 pm, Native Kitchen.

6:25 p.m.: Presentation of information regarding the recent audit of Beginning Teachers Support Program

6:30 p.m. Committee Reports
   
   • Director’s Report: Construction summer plans in the works after FACE approval; contract with Tenoco contractor TK.
   
   • Governance
   
   • Development:
   
   o Erin Carr, Marcia Whitney, and Gretchen Brown will serve on committee during the 2019-20 school year.
   
   o More than $3,000 was raised from the generous ArtSpace community for the Family Rave Benefit for Claire Spence.
   
   • Policy
   
   o Revisions to Student Enrollment Policy required by the Office of Charter Schools (attached)

† Motion to approve revisions to Student Enrollment Policy. Motion by EB, 2nd by S. Motion approved unanimously.

• Safety

† 6:33 p.m. To prevent the disclosure of information that is privileged or confidential pursuant to the laws of this state or the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, a motion is made to go into closed session. Motion by TT, 2nd by SM. Motion approved unanimously.

CLOSED SESSION

Note: Esteve Coll-Larrosa left the room during closed prior to his candidacy for employment being discussed. He did not return to the meeting.

† Motion to return to open session. Motion by: TT, 2nd by SM. Motion approved unanimously.
OPEN SESSION

➤ Motion to approve the March 2019 closed regular session minutes. Motion by DC, 2nd by SM. Motion approved unanimously.

➤ Motion to approve the hiring of Esteve Coll-Larrosa as Business and Operations Manager as discussed in closed. Motion by PF, 2nd by SM. Motion approved unanimously.

➤ Motion to approve Administration salaries as discussed in closed. Motion by TT, 2nd by DC. Motion approved unanimously.

➤ 8:00 p.m. Motion to adjourn. Motion by SM, 2nd by TT. Motion approved unanimously.

Next meeting: May 21, 2019
**VISITOR LOG**

<table>
<thead>
<tr>
<th>PRINT NAME</th>
<th>ROLE IN SCHOOL</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Cornell</td>
<td>Parent</td>
<td>(832) 301-877-9</td>
</tr>
</tbody>
</table>

PLEASE USE REVERSE SIDE IF MORE SPACE IS NEEDED

**SIGN UP FOR PUBLIC COMMENT**

(PLEASE REMEMBER THAT PUBLIC COMMENT IS LIMITED TO 3 MINUTES PER PERSON)

<table>
<thead>
<tr>
<th>NAME</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# ArtSpace

## Budget Analysis Report

**Fiscal Year: 2019 | 3/01/2019 - 3/31/2019**

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Period Activity</th>
<th>YTD Activity</th>
<th>Remaining Budget</th>
<th>% Used</th>
<th>EOY Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rev - State Revenue</td>
<td>2,445,217.00</td>
<td>224,270.41</td>
<td>2,022,589.45</td>
<td>422,447.55</td>
<td>82.72</td>
<td>2,559,639.00</td>
</tr>
<tr>
<td>Rev - Local</td>
<td>1,134,805.72</td>
<td>83,203.51</td>
<td>731,093.31</td>
<td>403,712.41</td>
<td>64.42</td>
<td>1,129,696.86</td>
</tr>
<tr>
<td>Rev - Federal</td>
<td>123,000.00</td>
<td>22,360.29</td>
<td>128,017.78</td>
<td>(5,017.78)</td>
<td>104.08</td>
<td>134,023.64</td>
</tr>
<tr>
<td>Rev - Fund 5 - Before and After School</td>
<td>60,000.00</td>
<td>7,594.26</td>
<td>37,605.46</td>
<td>22,394.54</td>
<td>62.68</td>
<td>60,000.00</td>
</tr>
<tr>
<td>Rev - Student Activities</td>
<td>102,626.34</td>
<td>7,827.30</td>
<td>86,014.77</td>
<td>16,611.57</td>
<td>83.81</td>
<td>116,885.55</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td>3,865,649.06</td>
<td>345,265.77</td>
<td>3,005,300.77</td>
<td>0.00</td>
<td>77.74</td>
<td>4,001,047.05</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Bonuses</td>
<td>2,218,106.41</td>
<td>197,888.09</td>
<td>1,773,318.32</td>
<td>444,789.09</td>
<td>79.95</td>
<td>2,364,009.86</td>
</tr>
<tr>
<td>Benefits</td>
<td>540,983.78</td>
<td>44,160.87</td>
<td>375,841.01</td>
<td>165,142.77</td>
<td>64.47</td>
<td>566,965.68</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>49,891.04</td>
<td>1,706.19</td>
<td>41,189.06</td>
<td>8,701.98</td>
<td>82.56</td>
<td>54,803.53</td>
</tr>
<tr>
<td>Technology</td>
<td>58,700.00</td>
<td>2,280.98</td>
<td>31,390.41</td>
<td>27,309.59</td>
<td>53.48</td>
<td>61,514.62</td>
</tr>
<tr>
<td>Non-Cap Equipment and Leases</td>
<td>23,700.00</td>
<td>972.52</td>
<td>13,400.34</td>
<td>10,297.66</td>
<td>56.54</td>
<td>24,173.92</td>
</tr>
<tr>
<td>Contracted Student Services</td>
<td>105,600.00</td>
<td>7,878.25</td>
<td>71,217.05</td>
<td>34,382.95</td>
<td>67.44</td>
<td>118,532.00</td>
</tr>
<tr>
<td>Staff Development</td>
<td>13,000.00</td>
<td>2,274.49</td>
<td>12,000.39</td>
<td>599.61</td>
<td>95.39</td>
<td>15,979.13</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>93,692.92</td>
<td>6,379.40</td>
<td>83,619.92</td>
<td>10,073.00</td>
<td>89.25</td>
<td>98,833.65</td>
</tr>
<tr>
<td>Insurances</td>
<td>35,100.00</td>
<td>(1,980.70)</td>
<td>2.648.00</td>
<td>42,451.60</td>
<td>36.04</td>
<td>35,100.00</td>
</tr>
<tr>
<td>Rents and Debt Service</td>
<td>258,288.00</td>
<td>21,524.00</td>
<td>215,240.00</td>
<td>43,048.00</td>
<td>83.33</td>
<td>258,288.00</td>
</tr>
<tr>
<td>Facilitities</td>
<td>81,567.25</td>
<td>3,363.62</td>
<td>72,461.38</td>
<td>8,905.42</td>
<td>89.08</td>
<td>90,470.08</td>
</tr>
<tr>
<td>Utilities</td>
<td>62,000.00</td>
<td>5,840.46</td>
<td>40,288.24</td>
<td>21,711.76</td>
<td>64.98</td>
<td>62,000.00</td>
</tr>
<tr>
<td>Nutrition and Food</td>
<td>1,600.00</td>
<td>67.54</td>
<td>632.99</td>
<td>967.01</td>
<td>39.56</td>
<td>1,600.00</td>
</tr>
<tr>
<td>Transportation and Travel</td>
<td>1,200.00</td>
<td>96.86</td>
<td>217.92</td>
<td>982.08</td>
<td>18.16</td>
<td>1,200.00</td>
</tr>
<tr>
<td>Special Programs</td>
<td>1,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>1.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>After Care Program</td>
<td>21,091.73</td>
<td>4,600.97</td>
<td>15,511.99</td>
<td>14,420.26</td>
<td>168.37</td>
<td>47,427.91</td>
</tr>
<tr>
<td>Extracurricular - 312</td>
<td>21,304.00</td>
<td>6,515.99</td>
<td>9,278.74</td>
<td>12,025.26</td>
<td>43.55</td>
<td>23,420.25</td>
</tr>
<tr>
<td>FACE Thrift Store</td>
<td>46,125.95</td>
<td>4,010.73</td>
<td>34,935.44</td>
<td>11,190.51</td>
<td>75.74</td>
<td>46,990.37</td>
</tr>
<tr>
<td>Student Activities (Fund 7 Activity)</td>
<td>103,598.99</td>
<td>3,201.51</td>
<td>51,851.99</td>
<td>51,747.00</td>
<td>50.05</td>
<td>105,698.46</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>3,736,550.07</td>
<td>310,781.97</td>
<td>2,875,644.04</td>
<td>0.00</td>
<td>76.96</td>
<td>3,916,991.66</td>
</tr>
</tbody>
</table>

**SURPLUS/(DEFICIT)**                         | 129,088.89    | 34,473.80    | 126,656.73  | 84,055.39        |
4.05 Student Enrollment Policy

ArtSpace Charter School abides by all North Carolina school enrollment laws. If a conflict were to arise all applicable state laws will supersede local policies. ArtSpace encourages diversity and does not discriminate on the basis of gender, race, national or ethnic origin, sexual orientation, economic standing, religion, or disability of the child in its admission policies or educational programs.

I. APPLICATION
II. ADMISSION
III. ENROLLMENT
IV. GENERAL POLICIES
   A. Lottery Policy & Process
   B. Wait List
   C. Siblings

I. APPLICATION

1. Applications will be available at the school during regular school hours. Application packets are also available on our website or upon request can be mailed to families.
2. To qualify for application, a student's parent or legal guardian must be legally domiciled in the state of North Carolina, and must provide documentation of such at the time of application. Out-of-State applications will not be considered. Students protected by the McKinney-Vento Homeless Act are qualified for enrollment.
3. Prospective parents, including families with currently enrolled students, must submit a complete Student Application Form for each child they want to enroll.
4. An application will be considered "complete" only if all the information requested is given, the information is truthful, the parent/legal guardian has signed the form, and proof of being domiciled in NC is attached.
5. A student may apply for only one grade.
6. To enroll in Kindergarten, a child must be five years old by August 31 of the current school year (NCGS 115C-364).
7. Application Deadlines.
   a. For the Current school year, applications will be accepted until the twentieth day of the academic year. Students will not be enrolled after the twentieth day.
   b. For the Following school year, applications will be accepted beginning the 21st day of the current school year. All completed applications must be received prior to the second Monday in March at 4:00 to be included in the ArtSpace Lottery, while others will be placed on the wait lists in the order received.
8. Once enrolled, students are not required to re-apply in subsequent years. However, families must notify the office by May 15 to confirm their enrollment for the following year.
9. Currently enrolled families are contacted in January, asking if they have any siblings to be included in the ArtSpace Lottery. Sibling applications should be returned by the second Monday in March at 4:00.
10. An application must be signed by a parent or legal guardian, and is considered complete only when this signature is obtained. A student in foster care or under temporary / alternate placement is not necessarily living with the legal guardian. The legal guardian must sign the application.

II. ADMISSION

1. Students who seek admission into ArtSpace Charter School must complete the application process.
2. No students will be admitted after the twentieth day of the academic year.
3. A student must be admitted either by the ArtSpace Lottery or the wait list for their grade level.
4. Applicants must document their academic achievement level to ensure appropriate grade placement. Any presentation of inaccurate information on the application, or during enrollment, regarding a student's academic record or situation could potentially result in a loss of placement.
5. If an applicant is offered a slot and declines the opening, then the application is removed from the active files to a "declined enrollment" file, with notes as to why the application was declined.

III. ENROLLMENT

1. Once an applicant is offered a spot, parents must return the Enrollment Form, Request for Transcripts and Emergency Contact/Release form with all signatures. A student will not be allowed to attend without these signed forms in the school office.
2. The first day of attendance is the actual enrollment date.
3. Once enrolled, students are not required to re-apply in subsequent years. However, families must notify the office by May 15 to confirm their enrollment for the following year.
4. Currently enrolled families are contacted in January and asked if they have any siblings to be included in the ArtSpace Lottery. Sibling applications should be returned by the first Monday in March.
5. If an IEP or 504 is currently in place for a student, a copy must be attached to the enrollment form in order for the enrollment to be considered "complete". These documents will be reviewed by the administration before the applicant will be enrolled to insure appropriate services are offered.
6. All documentation regarding achievement, IEP's, and/or 504's will be reviewed. Any presentation of inaccurate information could potentially result in a loss of enrollment.

IV. GENERAL POLICIES
  A.1 General Lottery Policy
  1. By law charter schools must conduct a lottery to fill any openings by grade level.
    a. If the number of completed applications received by the annual lottery date (see 1.7b above) exceeds the capacity of the grade level, then students will be admitted by lottery.
    b. If the number of completed applications received by the annual lottery date is less than the capacity by grade level, then students will be admitted on a first-come basis until school capacity is reached.
  2. Currently enrolled families are contacted in January and asked if they have any siblings to be enrolled and included in the lottery. Sibling applications should be returned by the first Monday in March at 4:00.
    a. If the number of siblings with completed applications is less than the capacity by grade level, then siblings will be admitted on a first-come basis until school capacity is reached.
b. If the number of siblings with completed applications exceeds the capacity by grade level, then siblings will be admitted by a sibling lottery.

3. Parent Information Night(s), Open House(s), retail ads, and personal letters will be made available prior to the lottery to allow interested families and the community to learn more about ArtSpace Charter School.

4. Families on the current year's Wait List are contacted regarding inclusion in the upcoming lottery, PIN/Open House dates, and are given new blank applications to complete.

5. For the lottery, the number of openings is determined in March, and is based upon:
   - the number of returning students,
   - the growth levels established by the Board
   - the number of siblings to be newly enrolled, and
   - the number of retentions and double promotions.

6. Completed applications must be received by the first Monday in March by 4:00 to be included in the ArtSpace Lottery. Completed applications received AFTER the first Monday in March will be placed on a wait list by grade level in the order received.

7. The ArtSpace Lottery will be held on the fourth Tuesday of March.

8. The ArtSpace Lottery event is open to the public, and will follow NC Open Meetings laws. The date and time of the ArtSpace Lottery will be posted in advance.

9. An applicant can be included in the lottery for only one grade level.

10. A student who was enrolled in ArtSpace within the two previous school years but left the school 1) to participate in an academic study abroad program or 2) who left because of the vocational opportunities of the student's parents, are eligible for admission priority. The term of leave may be for one academic year. A formal written request must be submitted to the Executive Director for approval by June 30 of the school year in which the student is currently enrolled.

11. General Statute 115C-218.45 restricts the portion of priority enrollment given to children of staff and board members to no more than 15% of the total student body. ArtSpace will limit the number of these priorities based on this statute.

A2.3 Five separate drawings will occur:

A. First draw will be for children of all full-time employees. Note that this does not apply to PACE or FACE Board members.

B. “Second draw will be for a) siblings of currently enrolled students, or b) siblings of students who graduated 8th grade and were enrolled in at least four grade levels.”

C. Third draw will be held for students who were enrolled in ArtSpace within the two previous school years but left the school 1) to participate in an academic study abroad program or 2) who left because of the vocational opportunities of the student's parents.

D. Fourth draw will be held for applicants whose parent has been a member of the PACE Board for at least one year (from the date of the actual lottery).

E. Finally, an open draw will be held for all other applicants. Once all openings are filled, applicants will be placed on the appropriate grade-level wait list in the order drawn.

A2.4 School Mint, an online lottery/enrollment platform, will be used to facilitate the lottery.

A2.5 Families are notified in writing of the lottery results (grade placement or wait list placement) within two weeks.
A2.6 Enrollment forms are due 2 weeks after notice of acceptance. Families MUST reply and notify the school of acceptance within 2 weeks, clarifying their decision to accept or decline the continuation of the enrollment process, or placement could be lost.

A2.7 For an applicant who is selected for admission and decides NOT to enroll, the next applicant on the wait list for that grade level will be notified immediately for enrollment.

B. Wait List
1. A wait list for each grade level will be established whenever ArtSpace Charter School's capacity is exceeded, and students on the list will be contacted if and when an opening occurs.
2. When an applicant is placed on the wait list, the application will be held until a new enrollment period begins. After this, the applications will be archived. Families will be contacted regarding the new enrollment period, upcoming lottery dates, and PIN/Open House dates.
3. New students will not be enrolled after the twentieth day of school.
4. When an opening becomes available, applicants are offered a slot according to the order of the Grade Level Wait List. The applicant is notified and given a specified time frame in which to accept or decline the opening. To secure enrollment, appropriate forms must be returned to the school office before the specified deadline.
5. A separate wait list is maintained for each grade level.
6. Applicants may sign into their School Mint account to check their waitlist placement.

C. Siblings
1. Siblings of currently enrolled students will be given admission priority. Siblings includes half-siblings, and stepsiblings residing in the same home. It also includes foster children living in the same home.
2. Siblings of students who have completed the 8th grade at ArtSpace and who were enrolled in at least four grade levels at ArtSpace will also be given admission priority.
3. For siblings to receive priority status under the sibling rule, a student must currently attend ArtSpace Charter School and re-enter the following year.
4. Prospective parents, including families with siblings of currently enrolled, must submit a Student Application Form for each child they want to enroll.
5. Families of currently enrolled students will be contacted in January, and requested to complete an application for siblings who wish to be enrolled for the upcoming year. The deadline for completed sibling applications is the second Monday in March at 4:00.
6. Multiple birth siblings enter the ArtSpace Lottery under one application. Other siblings must enter the ArtSpace lottery on a separate application form.

Adopted – 20091020
Revised – 20110629
Revised and Approved 20131119
Revised and Approved 20160719
Revised and Approved 20170919
Revised and Approved 20180116